GRADUATE ASSISTANT – JOB DESCRIPTION

1. Be directly responsible for the overall operation and supervision of a residence hall. (The GA reports to a professional staff member).

2. Assist in the coordination/oversight of the residence hall programming activities- social, educational, community service, late night.

3. Attend all staff meetings as directed by the immediate supervisor or Director of Residence Life and Housing.

4. Conduct in-hall disciplinary hearings when appropriate.

5. Participate in projects and committees as requested by the immediate supervisor or Director of Residence Life and Housing.

6. Participate in training programs prior to the opening of school for the Fall & Spring semesters and attend scheduled In-Service educational programs throughout the year.

7. Work to maintain open channels of communication with the Resident Advisor (RA) staff and to provide them with supervision and guidance.

8. Work to provide a secure and safe residence hall environment and be familiar with all emergency procedures.

9. Identify and report all maintenance and housekeeping problems.

10. Notify the supervisor in cases of illness, accidents or major problems, which may arise in the hall.

11. Serve as advisor for the building’s residence hall program board.

12. Assist in monthly fire drills for the residence hall.

13. Be responsible for the opening and closing of the hall at vacation/break periods.

14. Make an effort to become acquainted with every student in the residence hall.

15. Provide first-level counseling to residents as needed.

16. Assist in the enforcement of university and residence hall policies, rules and regulations.

17. Help schedule and supervise the student desk staff assigned to the hall.

18. Oversee the daily distribution of the mail for the residents.

19. Serve as a positive role model and set an example for the students and RA staff with respect to behavior/conduct.

20. Complete other duties/tasks as assigned by the supervisor(s).